



Co-op Computer Technical Specialist

Details

Job ID : 309

Title : Co-op Computer Technical Specialist

Job Code : 201

Salary : \$0.00 (Monthly)

Grade : 2

Tenured : NO

Job Departments

- Technology Services

Purpose

RESPONSIBLE FOR PROVIDING TECHNICAL COMPUTER ASSISTANCE TO USERS.

Required Qualifications

Education : High School JR and At Least 16 Years Old

Education Substitute : None

Experience : None

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Duties

- CONFIGURING AND DISTRIBUTION OF COMPUTER HARDWARE
- ASSIST WITH INVENTORY DOCUMENTATION
- MONITOR DEVICES TO ENSURE EFFICIENT THROUGHOUT
- DOCUMENT PROCEDURES TO ENSURE CONSISTENCY OF OPERATION
- OTHER DUTIES AS ASSIGNED